

<b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>			1. CONTRACT ID CODE		Page 1
2. AMENDMENT/MODIFICATION NO. <b>F42650-02-R-AAAA-0001</b>		3. EFFECTIVE DATE -- <b>13 JUNE 2002</b>		4. REQUISITION/PURCHASE REQ. NO. <b>F6LELC21435100</b>	
				5. PROJECT NO (If applicable) <b>N/A</b>	
6. ISSUED BY <b>DEPARTMENT OF THE AIR FORCE, DIRECTORATE OF CONTRACTING OO-ALC/LGK BLDG 1233 6072 FIR AVENUE HILL AIR FORCE BASE UT 84056-5820 BUYER: James L Durrant/LGKF Phone: (801) 777- 6878 Fax: (801) 777-6172 No Collect Calls</b>		CODE <b>FA8222</b>		7. ADMINISTERED BY (If other than item 6)  CODE	
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code)			9A. AMENDMENT OF SOLICITATION NO. <b>F42650-02-R-AAAA</b>		
			9B. DATED (SEE ITEM 11) <b>11 June 2002</b>		
			10A. MODIFICATION OF CONTRACT/ORDER NO.		
			10B. DATED (SEE ITEM 13)		
CODE		FACILITY CODE			
<b>11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS</b>					
<input checked="" type="checkbox"/> The above numbered solicitation is amended as set forth in item 14. The hour and date specified for receipt of Offers <input type="checkbox"/> is extended, <input checked="" type="checkbox"/> is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods. ( a ) By completing Items 8 and 15, and returning <b>1</b> copies of the amendment; ( b ) By acknowledging receipt of this amendment on each copy of the offer submitted; or ( c ) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. <b>FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER.</b> If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified. <b>No Change</b>					
12. ACCOUNTING AND APPROPRIATION DATA (If required)  No Change					
<b>13. THIS APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.</b>					
A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.					
B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO AUTHORITY OF FAR 43.103(b).					
C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:					
D. OTHER (Specify type of modification and authority)					
<b>E. IMPORTANT:</b> Contractor <input type="checkbox"/> is not, <input type="checkbox"/> is required to sign this document and return copies to the issuing office.					
14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)  <div style="border: 1px solid black; padding: 10px; min-height: 100px;"> <p>The purpose of this Amendment is to: Incorporate Revision 1 of the Statement of Work, dated 13 June 2002. Paragraph 1.2.1.1 has been changed, see attached SOW for details.</p> </div>					
Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.					
15A. NAME AND TITLE OF SIGNER (Type or print)			16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) <b>JAMES L. DURRANT Contracting Officer</b>		
15B. CONTRACTOR/OFFEROR  BY _____ (Signature of person authorized to sign)		15C. DATE SIGNED		16B. UNITED STATES OF AMERICA  BY _____ (Signature of Contracting Officer)	
				16C. DATE SIGNED	

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**PART III - LIST OF DOCUMENTS, EXHIBITS, AND OTHER ATTACHMENTS**  
**SECTION J**  
**LIST OF ATTACHMENTS**

<u>Form Number</u>	<u>Title</u>	<u>Date</u>	<u>Number of Pages</u>
N/A	Statement of Work (SOW) for Precision Measurement Equipment Laboratory (PMEL) Services, Revision 1	13JUN2002	20

**STATEMENT OF WORK (SOW)**  
**FOR**  
**PRECISION MEASUREMENT EQUIPMENT LABORATORY (PMEL)**  
**SERVICES**  
**Revision 1**

**Prepared by: Electronics Directorate (LE)**

**DATE: 13 June 2002**

**PR: F6LELC21435100**

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## **1.0 DESCRIPTION OF SERVICES.**

**1.1 CONTRACT SCOPE.** The Contractor shall provide qualified personnel, equipment, materials, management, supervision, and services necessary to perform traceable calibration, maintenance and repair In Accordance With (IAW) the requirements of this Statement of Work (SOW), United States Air Force (USAF) Technical Order (T.O.) 00-20-14, AFI 21-113, AFMCI 21-127, and T.O. 33K-1-100, to support the Type IIA Precision Measurements Equipment Laboratory (PMEL) at Hill AFB, Utah. Services shall be provided for, but are not limited to, Air Force Activities, other Federal Agencies, Contractors, and Security Assistance Programs.

**1.2 ASSESSMENTS, CERTIFICATIONS, AND INSPECTIONS.** The Contractor shall provide all information and access necessary to facilitate assessments, certifications and inspections. At the direction of the Administrative Contracting Officer (ACO), the Contractor shall take prompt action to resolve all Contractor related deficiencies and recommendations identified during assessments, certifications, and inspections.

**1.2.1 AFMETCAL Assessment and Certification.** The Contractor shall obtain and maintain Air Force Metrology and Calibration (AFMETCAL) certification IAW T.O. 00-20-14 to perform the services of this SOW. Following the initial certification, AFMETCAL assessments will occur approximately every 2 years for the life of the contract.

**1.2.1.1** The Contractor shall request AFMETCAL assessment IAW T.O. 00-20-14, Section 7. The pre-assessment, onsite assessment, and certification review will be completed within approximately seven months after contract award.

**1.2.1.2 Certification Failure.** In the event of AFMETCAL certification failure, if the Government determines a second certification assessment is necessary for proper AFMETCAL PMEL certification, the Contractor shall be liable for all direct costs associated with the second certification assessment, IAW Clause H900(A). IAW Clause H900(B) failure of the Contractor to achieve or maintain AFMETCAL certification shall be grounds for termination of this contract (IAW Clause 52.249-8).

**1.2.2 Inter-PMEL Comparisons and Proficiency Testing.** The Contractor shall participate in Inter-PMEL comparisons and proficiency testing IAW T.O. 00-20-14, Section 3.

**1.2.3 Maintenance Standardization and Evaluation Program (MSEP), Safety, Environmental, and other inspections.** As a minimum, the Contractor shall comply with current Air Force and local MSEP requirements found in SOW Appendix D. The Contractor shall participate in base-wide or directorate-wide, internal and/or external MSEP, safety, environmental, and other inspections, as directed by the ACO.

**1.2.4 Force Protection Conditions (FPC).** The Contractor will respond to all FPCs mandated by the 75ABW Commander and the parent directorate of the contractor in accordance with the HAFB Installation Security Plan, 31-101. The Contractor will respond and support exercise scenarios to include building evacuations and security awareness exercises by HAFB Exercise Evaluation Team (EET) members. Exercise scenarios are in support of Force Protection

awareness. The contractor will support other Force Protection Conditions, as directed by the ACO.

### **1.3 CALIBRATION AND REPAIR OF TEST, MEASUREMENT, AND DIAGNOSTIC EQUIPMENT (TMDE).**

1.3.1 TMDE calibration and repair shall be accomplished IAW Weapon System T.O.s and equipment Calibration Measurement Summary (CMS), T.O. 33K-1-100-1, T.O. 33K-1-100-2, applicable commercial data, and AFMETCAL approved local calibration procedures. Calibration shall be accomplished according to the precedence outlined in T.O. 00-20-14, Section 3, paragraph 3.1.2.

1.3.1.1 As required, AFTO Forms 99, 108, 394, and 398, listed in SOW Appendix B, shall be annotated by the Contractor and attached to the TMDE as prescribed in T.O. 00-20-14, Section 5. Upon completion, the certifying technician shall complete AFMC Form 134 in FEMS, or its replacement, placing the applicable certification stamp ("K" Stamp) in Block 26.

1.3.1.2 Acceptance. The Contractor shall submit completed TMDE to the Quality Assurance Personnel (QAP) for acceptance (including priority items) on a daily basis. After acceptance, the Contractor shall deliver the TMDE to the Organic PMEL Scheduler for closure.

1.3.1.3 TMDE Returns. TMDE that fails within 30 days of receipt by the customer due to improper Contractor servicing, shall be reworked as Priority 2 IAW T.O. 00-20-14, Section 3. The Contractor shall rework the item at no additional cost to the Government if the failure is due to improper contractor servicing. The QAP will determine if the cause of the failure is due to improper Contractor servicing. Any disputes regarding the QAP determination will be resolved by the ACO.

1.3.1.4 The Contractor shall provide metrology related technical assistance to TMDE owners/users as directed by the ACO through the QAP.

1.3.1.5 Limited Certifications. The Contractor shall document limited certifications IAW T.O. 00-20-14, Section 3 and AFMCI 21-127, paragraph 10.5.15. The Contractor shall record in the Facility Equipment Maintenance System (FEMS), or its replacement, limited certifications, required user notification, as well as approvals and denials. At a minimum the Contractor records shall include the date/time and name of user contacted, prior to submitting the item to the QAP for acceptance and/or evaluation.

1.3.2 Organic PMEL Working Measurement Standards. The Contractor shall perform required Organic Standard Reviews (SRs) IAW T.O. 00-20-14, Section 9.

1.3.3 TMDE Repair. The Contractor shall troubleshoot, repair, and calibrate assemblies, subassemblies, and printed circuit boards, to the individual component level. The Contractor shall accomplish Minor Maintenance IAW T.O. 00-25-234, General Shop Practices. The Contractor shall not remove parts (cannibalize) from other TMDE to repair like TMDE unless directed by the government.

1.3.3.1 Beyond Economical Repair. If the estimated cost of materials and labor for repair exceeds 75 percent of the replacement cost, the Contractor shall request approval from the Contract Functional Manager (CFM) before proceeding with the repair action.

1.3.3.2 Not Repairable This Station (NRTS). When an item is determined NRTS, the Contractor shall record in FEMS, or its equivalent, the reason for the NRTS action. The Contractor shall enter the appropriate status code in FEMS, or its replacement, and submit the item with the required supporting documentation for QAP approval.

1.3.3.3 Return to Owner (RTO). TMDE is considered RTO when work cannot progress due to lack of owner supplied data or accessories, as determined by the Contractor. When TMDE is determined to be RTO, the Contractor shall enter the appropriate status code in FEMS, or its replacement, and submit the item with supporting documentation to the QAP for approval.

## **1.4 WORKLOAD MANAGEMENT.**

1.4.1 Throughput Time. The Contractor shall accomplish all TMDE workload within a 25-calendar day throughput time, excluding authorized delay time. Overall, the Contractor shall maintain a 12-calendar day average throughput time. The Contractor shall perform a root cause analysis on each item of TMDE that exceeds the 25-day throughput time to determine what is responsible for the delay. The contractor shall report the results of this root cause analysis to the QAP and shall actively participate in the development of corrective actions through partnering with the government.

1.4.1.1 Throughput Time Calculation. FEMS, or its replacement, will track each equipment item's throughput time after the organic PMEL schedulers have entered it as Received by PMEL (RBP). Day number zero (0) is the day the item is scheduled. Day number one (1) is a day to allow organic PMEL personnel to move the item to the Contractor's designated location/shelf. Day number two (2) is the first day the item counts against the throughput time for the Contractor. Throughput time stops when an item is entered as AWAITCLOSE. Government approved deferred statuses and time accumulated in those statuses are not counted in the throughput times.

1.4.2 Status Changes. The Contractor shall enter historical data, all status changes, and other pertinent data into FEMS, or its replacement, while TMDE is in their possession. All changes shall be updated within one working day. Any problems shall be reported to the CFM for correction.

1.4.3 Maintenance Priorities. The Contractor shall accomplish TMDE according to the maintenance priority identified by the customer as routine, mission essential, or emergency. The maintenance priorities are defined in T.O. 00-20-14, Section 4. The Contractor shall enter the applicable code, as defined in Appendix C. Additional codes may be utilized, as approved by the CFM.

1.4.3.1 Routine Maintenance. The contractor shall accomplish TMDE requiring routine calibration/repair during normal work hours.



1.4.3.2 Mission Essential Maintenance. The contractor shall place mission essential items in work ahead of routine items and work them continuously during regular work hours until completed. The contractor shall keep the customer apprised of the status and when requested, provide estimated completion dates/times.

1.4.3.3 Emergency Maintenance. The contractor shall place emergency items in work ahead of mission essential and routine items and work them continuously until completed and returned to the customer, or until it has been determined that the item requires repair that cannot be accomplished in time to satisfy mission requirements. The contractor shall keep the customer apprised of the status and when requested, provide estimated completion dates/times.

1.4.4 The Contractor shall ensure that requests for mission essential or emergency maintenance are received in writing from the Government. The contractor shall notify the government QAE office, and provide a copy of each request for mission essential and emergency maintenance, the day it is received or by 0730 the next duty day if received during other than normal duty hours.

1.4.5 Workload Records and Data. The government shall have unlimited access to all workload records and data.

1.4.6 Changes in TMDE. New TMDE will be categorized by the government. Disputes regarding the categorization of new TMDE will be handled under the Disputes Clause 52.233-1.

**1.5 SUPPLY SUPPORT AND PROPERTY CONTROL.** The Contractor shall accomplish effective and economical supply support and property control. The Contractor shall manage, control, and safeguard Government furnished and Contractor supplies and equipment.

1.5.1 As required, the Contractor shall order materials and assets through FEMS, or its replacement. As directed by the ACO, the Contractor shall use commercial suppliers on a cost reimbursable basis.

1.5.2 The Contractor shall promptly notify the ACO of Non-Equipment Authorized In-Use Detail (Non-EAID) and Equipment Authorized-In Use (EAID) items that need to be requisitioned.

**1.6 QUALITY.** The Contractor shall develop, implement, and maintain a comprehensive quality system that assures compliance with all requirements of this SOW. As a minimum, the Quality System shall include a quality control plan IAW T.O. 00-20-14, Section 3, 7, and 9, and a quality manual which at a minimum includes the content of the government's PMEL Quality Plan, Appendix G.

1.6.1 The Government will evaluate the Contractor's performance IAW the Quality Assurance Surveillance Plan (QASP) and FAR 52.246-4. Government surveillance methods may include but are not limited to trend analysis, periodic inspections, surveillance, Contractor metrics, random sampling, customer complaint, third party audits, and over-the-shoulder audits. The Contractor shall provide the government unlimited access to all equipment and quality records and data. The government reserves the right to inspect completed items, and may require the Contractor to rework the item under government surveillance.

**1.7 REPORTS.** The Contractor shall ensure that records and reports are maintained/printed in the FEMS or its replacement, unless an exemption is directed or approved by the ACO. The government will have access to all required contractor data.

1.7.1 The Contractor shall provide reports IAW all applicable section of T.O. 00-20-14, to the CFM and ACO.

**2.0 SERVICE DELIVERY SUMMARY (SDS).** The Contractor service requirements are summarized into performance objectives that directly relate to mission essential items. The performance threshold briefly describes the minimum acceptable levels of service required for each requirement.

2.1 Performance of a service will be evaluated by the government to determine whether or not it meets the performance threshold. When the level of performance is not met, the Contractor shall implement corrective actions IAW AFI 63-124 (Performance Based Service Contracts). At a minimum, the Contractor's response shall address why performance threshold was not met, how performance will be returned to acceptable levels, and how recurrence of the cause will be prevented in the future.

### **SERVICE DELIVERY SUMMARY**

	<b>Task</b>	<b>Performance Objective (Service Required)</b>	<b>Performance Threshold (Standard)</b>	<b>SOW Reference</b>
1	TMDE Calibration and Repair	Certified TMDE meets Air Force requirements for accuracy, traceability, documentation, and safety and is certified per T.O. 00-20-14, 33K-1-100-1&-2, and other applicable documents.	95% of calibrated TMDE	1.3
2	Quality System	Establish and maintain a Quality System IAW T.O. 00-20-14, Sections 3, 7, & 9.	95% of the time the Contractor shall adhere to Quality System	1.6
3	AFMETCAL Certification	Obtain and maintain certification IAW T.O. 00-20-14, Section 7.	100% of the time	1.2.1
4	MSEP Inspections	Comply with MSEP performance requirements.	95% of the time (see MSEP Checklists)	1.2.3
5	Throughput Time	Accomplish TMDE workload within 25-calendar days and maintain a 12-calendar day average overall, excluding authorized delays.	100% of the time	1.4.1
6	Status Code Accuracy	Proper use of status codes	95% of the time	1.4.2

7	Training Program	Establish and maintain a training program	95% of the time the Contractor shall adhere to its Training Program	4.2
8	Property Control	Comply with Property Control Plan	95% of the time	3.2

**3.0 GOVERNMENT FURNISHED PROPERTY AND SERVICES.** The Government will provide the facilities, equipment, software, materials, and services listed here or in SOW Appendix F.

**3.1 GOVERNMENT FURNISHED FACILITIES.**

3.1.1 The Government will furnish or make available facilities required to perform the services of this SOW. Government facilities have been inspected for compliance with the Occupational Safety and Health Act (OSHA), and no hazards have been identified for which a work around has been established. Should a hazard be subsequently identified, the Government will resolve the hazard. The Contractor shall immediately notify the government QAP of discrepancies that could impact safety or laboratory operations. A higher priority for correction will not be assigned to the facilities provided hereunder merely because of this contract. Compliance with OSHA and other applicable laws and regulations for the protection of employees is the obligation of the Contractor. The Government will assume no liability or responsibility for the Contractor's compliance or noncompliance with such responsibilities, with the exception of the aforementioned responsibility to make corrections in accordance with approved plans of abatement, which are subject to base-wide priorities. Prior to any Contractor modification of the facilities, the Contractor shall submit documentation, for ACO review and approval, describing in detail the proposed modification. The Contractor shall return the facilities to the Government in the same condition as received, fair wear and tear, and approved modifications accepted. Government facilities shall only be used for performance of this contract.

3.1.2 Environmental Control. The Contractor shall monitor and maintain all environmental recorders located within the, Government Furnished Facilities, IAW T.O. 00-20-14, Section 8. When the environmental conditions are "Out-of-Tolerance", the Contractor shall adjust and/or curtail performance IAW T.O. 00-20-14, applicable TMDE technical orders, and commercial data. The Contractor shall notify the QAP and the appropriate civil engineering organization within 30 minutes of an out-of-tolerance condition as defined in T.O. 00-20-14, Section 8.

3.1.2.1 Environmental Log. Maintain a facility Environmental Log using the Facility Manager Format. The environmental log shall be maintained for the life of the contract and be made available for government inspection at any time.

3.1.3 Housekeeping and Custodial Service. The Contractor shall be responsible for cleaning all items and work areas in its assigned laboratory, office, and storage areas IAW T.O. 00-20-14, Section 8 and SOW Appendix F.

**3.2 GOVERNMENT FURNISHED EQUIPMENT (GFE)/GOVERNMENT FURNISHED PROPERTY (GFP).** The Government will provide the Contractor with the GFE and GFP listed in SOW Appendix F. The Contractor shall maintain, including calibration, all GFE/GFP as required to perform the requirements of this SOW. GFE/GFP shall be replaced IAW FAR 45 procedures.

3.2.1 Property Control. The Contractor shall establish, document, and implement effective and economical property control to manage, control, acquire, and safeguard all assets. IAW CDRL

001, the Contractor shall submit a property control plan to include GFE/GFP/GFM, IAW FAR 45.502, and shall be presented to the Government PMEL program manager within 30 calendar days after contract award or at the pre-performance conference, whichever is later. Upon approval by the government, the property control plan will be forwarded to the ACO for monitoring.

3.2.2 Equipment and Hand Tool Inventory. The Contractor and a Government representative (identified by the ACO) shall conduct a joint incoming inventory of all items listed in SOW Appendix F no later than five (5) calendar days before full performance and within 10 calendar days of the start of any option periods. Upon inventory completion, the Contractor shall sign a receipt for all equipment provided by the Government.

3.2.3 Baseline Calibration Limitation (BCL) Listing. The BCL Listing shall establish a baseline for equipment limitations and shall be maintained throughout the life of the contract. During the inventory, the Contractor and Government representative shall prepare a BCL Listing, in electronic format, identifying all GFE with calibration limitations as reflected on AFTO Forms 99 or 398. As a minimum, the BCL Listing shall include the equipment model/part number, serial number, ID number, and a description of the calibration limitation exactly as it appears on the AFTO Form 99 or 398. Any changes to the BCL Listing shall be approved by the ACO.

3.2.3.1 At the end of the contract period, equipment missing or found with calibration limitations that were not identified on the BCL Listing or directed by Air Force technical order shall be replaced and/or repaired/calibrated at no additional cost to the Government.

3.2.4 Custodian Authorization/Custody Receipt Listing (CA/CRL) and Equipment Authorization Inventory Data (EAID). The Contractor shall furnish a primary and an alternate equipment custodian to act as the focal point for all equipment identified in Appendix F in accordance with AFMAN 23-110, USAF Supply Manual. The Contractor shall acknowledge receipt for equipment inventoried and applicable to the EAID records on the CA/CRL. The Contractor shall conduct and document the CA/CRL inventory as required IAW AFMAN 23-110, Volume 2, Part 13. The Contractor shall justify and submit requirements to the CFM for additional equipment and/or turn-in of EAID equipment on AF Form 2005, Issue/Turn-In Request and/or AF Form 601, Equipment Action Request.

3.2.5 Automated Data Processing Equipment (ADPE). Items identified as ADPE shall be inventoried and documented IAW AFI 33-112, Computer System Management.

3.2.6 GFE Working Measurement Standards. The Contractor shall repair, calibrate, and perform required SRs, and preventive maintenance on all GFE working measurement standards IAW T.O. 00-20-14, Section 9 (see Appendix F), except for those working measurement standards designated in FEMS, or its replacement, and T.O. 33K-1-100-1, -2, to go to Air Force Primary Standards Laboratory (AFPSL), AFMETCAL approved vendor/contract, or other servicing agency. The Contractor shall turn these items over to the organic PMEL scheduling office.

3.2.7 Shared Equipment. As workload permits, the Contractor shall allow Government personnel the use of the equipment listed in SOW Appendix F. The Contractor shall implement a process to track the loaned equipment.

3.2.8 Certification Stamps (“K Stamps”). The government will provide certification stamps (“K Stamps”) to the Contractor. The Contractor shall manage these stamps as a controlled item and shall be responsible for issuance, inventory, and control. All certification stamps (“K stamps”) shall be accounted for and returned to the government upon contract completion.

3.2.9 Hand Tools. The Government will furnish to the Contractor all hand tools required to perform the services of this SOW as listed in Appendix F.

### **3.3 GOVERNMENT FURNISHED MATERIALS.**

3.3.1 The Government will pay for materials used by the contractor in performance of the PMEL services for the duration of the contract, including option periods, unless specified otherwise. The initial stock of materials shall be inventoried no later than five (5) working days before contract performance start date, by the Contractor and a Government PMEL representative. Any missing items shall be annotated and the ACO immediately notified. Any disagreements between the Contractor and the Government PMEL representative on the materials inventoried shall be resolved by the ACO. The Contractor shall be responsible for keeping enough materials on hand for the performance of the contract IAW its terms. If additional materials are required, the Contractor shall request such additional materials by providing a written request to the ACO. Upon approval by the ACO, said additional materials will be provided at Government expense. At the conclusion of the contract period the Contractor shall return all residual materials to the Government IAW the applicable clauses cited in the basic contract. A closing inventory will be conducted by the Contractor and a Government PMEL representative, and the report will be given to the ACO prior to contract completion date.

### **3.4 GOVERNMENT FURNISHED RECORDS, FILES, DOCUMENTS, AND WORK PAPERS.**

3.4.1 All records, files, documents, and work papers provided or generated in support of this contract, are Government property and shall be maintained and disposed of per AFI 37-138, Records Disposition – Procedures and Responsibilities. At the time of disposition the Contractor shall box, label, and deliver all records, files, documents, and work papers to the QAP.

3.4.2 The Government will provide all forms and publications required to perform the work outlined in this SOW.

### **3.5 GOVERNMENT FURNISHED SERVICES.**

3.5.1 Utilities. The Government will furnish electricity, water, sewage, air conditioning and heating for the facilities and a source of compressed air.

3.5.2 Postal/Installation Distribution. The Government will provide mail distribution service limited to official Government mail required under the terms of this SOW.

3.5.3 Telephone. The government will provide access to telephone lines. The Contractor shall use these lines to conduct official business directly related to this contract only.

3.5.4 Refuse Collection and Recycling Service. The Government will provide established refuse collection and recycling services at pre-established pickup locations.

3.5.5 Real Property Maintenance. The Government will provide maintenance and repair of real property facilities.

3.5.6 Base Civil Engineering. The Government will provide fire prevention/protection, annual inspection and maintenance of Government furnished fire extinguishers and systems, and pest control.

3.5.7 Grounds Maintenance. The government will provide all grounds maintenance services.

3.5.8 Emergency Medical Service. The government will provide emergency medical treatment and emergency patient transportation service for Contractor personnel working on base. The Contractor shall reimburse the government for the cost of medical treatment, and patient transportation service at the current inpatient or outpatient treatment rates as appropriate.

3.5.9 Local Area Network (LAN), Internet and Electronic Mail Service. The government will provide LAN, Internet access and electronic mail service necessary to perform the requirements of this SOW. The Contractor shall be familiar with and comply with LAN Policies and Computer Security Programs.



## **4.0 GENERAL INFORMATION.**

**4.1 PERSONNEL.** The Contractor shall employ qualified personnel to perform the specific tasks delineated for each individual task order. The Contractor shall submit a written justification and request a waiver from the ACO for personnel that do not meet the following minimum requirements prior to hiring.

**4.1.1 Program Manager.** The Contractor shall provide a Program Manager who shall be responsible for the performance of all work required by this contract. Prior to the performance start date and as changes occur, the Contractor shall provide in writing to the ACO, telephone numbers of the Program Manager and alternate where they can be contacted during and outside of normal duty hours. The Program Manager shall have sufficient knowledge to understand, communicate, and manage the terms of this contract. The Program Manager shall have full authority to obligate the Contractor on all matters relating to the execution of this contract. The Program Manager shall be available during normal duty hours to meet the Government Program Office or ACO to discuss contract issues.

**4.1.2 PMEL Manager.** The Contractor shall provide a PMEL Manager that shall be responsible for the daily performance of work required by this contract. The PMEL Manager shall have knowledge of electronic and physical/dimensional principals; troubleshooting techniques, calibration traceability, metrology techniques and Air Force PMEL laboratory practices, policies, and procedures. The PMEL Manager shall have a minimum of five (5) years employment as an Air Force PMEL manager. The PMEL Manager or designated alternate shall be available on site at the Hill AFB PMEL facility during normal duty hours.

**4.1.2.1** As a minimum, the PMEL Manager shall have experience in the following areas: planning, directing, and supervising employees in functions such as inspecting, troubleshooting, repairing, modifying, overhauling, aligning, and calibrating (automatic and manual calibration) complex and intricate TMDE and laboratory measurement standards; developing policies, instructions, procedures and operational guidance for PMEL operations; establishing daily and long range plans for the accomplishment of various projects and work operations; advising management on and coordinating training programs and requirements, manpower and personnel, facility, and budget requirements; safety, quality control and assurance programs; reimbursement procedures; equipment scheduling, production, and materiel control; submitting maintenance data; support equipment management.

**4.1.3 Technical Personnel.** Technical personnel shall have knowledge and experience in one or more of three functional areas: electronic, electrical, and optical/dimensional. The following depicts, by skill level, the minimum knowledge and experience required in the functional areas.

**4.1.3.1 Technical Personnel III Knowledge and Experience.** Personnel shall have advanced technical knowledge of electrical theory, electronics and/or physics, and operating principles of TMDE and the ability to apply it to a wide range of TMDE and calibration laboratory measurement standards. This knowledge shall include comprehensive troubleshooting, measurement technique application, and a thorough understanding of AFMETCAL program

policies and procedures. A minimum of five (5) years laboratory experience in TMDE maintenance, repair, and calibration is required.

4.1.3.2 Technical Personnel II Knowledge and Experience. Personnel shall have knowledge of electrical theory, electronics and/or physics, and operating principles of TMDE. Personnel shall have a working knowledge of calibration laboratory measurement standards and the ability to interpret schematic wiring diagrams, blueprints and technical publications. Personnel shall have a thorough understanding in the care and use of TMDE. Personnel shall have a minimum of four (4) years experience in repair and calibration of TMDE. Personnel shall have experience in performing functions such as operating, troubleshooting, maintenance, repair and calibration of voltage, current, power, impedance, frequency, microwave, temperature, mechanical, or optical TMDE.

4.1.3.3 Technical Personnel I Knowledge and Experience. Personnel shall have knowledge of electrical theory, electronics, and/or physics, measurement techniques and laboratory practices; operating principles of TMDE, including analysis of schematic wiring, logic diagrams and technical publications; care and use of working measurement standards and other TMDE. Personnel shall have a minimum of two (2) years experience in repair and calibration of TMDE. Personnel shall have experience in performing functions such as operating, troubleshooting, maintenance, repair and calibration of voltage, current, power, impedance, frequency, microwave, temperature, mechanical, or optical TMDE.

4.1.3.4 Technical Personnel I/Trainee. Personnel shall have knowledge of electrical theory, electronics, and/or physics; measurement techniques and laboratory practices, operating principles of TMDE, including analysis of schematic wiring, logic diagrams and technical publications; care and use of working measurement standards and other TMDE. Experience in performing functions such as operating, troubleshooting, maintenance, repair and calibration of voltage, current, power, impedance, frequency, microwave, temperature, mechanical, or optical TMDE is desired.

4.1.4 Quality Manager. The Quality Manager shall have a minimum of five (5) years employment in Air Force PMEL quality management concepts and practices outlined in T.O. 00-20-14. The Quality Manager shall have overall responsibility for the quality system and its implementation.

4.1.5 Quality Personnel. The minimum knowledge and experience requirements for Technical III personnel shall also apply to personnel assigned to the Contractor's quality function. Quality personnel shall comply with quality concepts and practices outlined in T.O. 00-20-14.

4.1.6 Training Manager. The Contractor shall provide a Training Manager that shall be responsible for overseeing training. The Training Manager shall coordinate joint curriculum development and documentation with the government PMEL Training Manager.

4.1.7 Additional Personnel Requirements.

4.1.7.1 All personnel shall be citizens of the United States. All personnel shall read, write, speak and understand English.

4.1.7.2 Contractor personnel shall present a neat and professional appearance. Contractor personnel dress standards shall meet the equivalency of the Hill AFB memorandum of agreement standards.

4.1.7.3 The Contractor shall maintain a current listing of all Contractor personnel assigned to the contract. The list shall include the employee's name, duty section, PMEL discipline(s), skill level, and "K" stamp number, if applicable.

## **4.2 TRAINING.**

4.2.1 Training Responsibility. On the performance start date, the Contractor shall provide trained personnel to meet the requirements of the SOW. The Contractor shall provide a PMEL training plan detailing how they will maintain a trained workforce. The government will provide technical training for new government equipment requirements, as determined by the ACO.

4.2.2 Training Records. The Contractor shall maintain records on file in the PMEL office for each employee on the relevant qualifications, training, skills, and experience of technical personnel. These records shall be of sufficient detail to provide confidence in the task competence of assigned personnel. The Contractor shall provide the government access to these records upon request.

**4.3 PROGRAM MANAGEMENT.** The Contractor shall provide all management, supervision, personnel, and services necessary to provide quality, timely, PMEL support. The Contractor shall respond to CFM and/or ACO requests, attend meetings as required by the CFM and ACO, and report status on equipment and contract performance.

4.3.1 Program Management Reviews (PMRs). The Contractor shall conduct formal PMRs, which as a minimum, will address Training, Quality, Throughput, Backlog, Deferred Status, QBI index, Contractor Deficiency Reports (CDRs), and partnering updates IAW CDRL 002. These PMRs shall be conducted with the government on a monthly basis unless otherwise directed by the ACO.

4.3.2 The Contractor shall submit and maintain an Integrated Management Plan (IMP) and Integrated Master Schedule (IMS), IAW CDRL 003. The IMP shall detail the Contractor's comprehensive and integrated approach to meeting the requirements of this SOW. The IMS shall detail the contractors planned sequence of events for achieving the requirements of this SOW. As a minimum, the IMP and IMS shall address AFMETCAL certification, training, quality, and resource management.

**4.4 CONTRACTOR FURNISHED ITEMS.** The Contractor shall furnish everything required to perform this contract, except items listed as GFE/GFP/GFM in SOW Appendix F and Section 3 of this SOW. At a minimum the Contractor shall furnish the following items

- Office supplies (paper, ribbons, tape, pens, pencils, stamps, etc.) as required for its own operations.

- Office equipment not specifically listed as GFE, such as copy machine(s), FAX machine, or personal computer equipment as required for its own operations. The Government will provide computers and equipment needed to interface with Government systems.
- Computer supplies (paper, printer cartridges, floppy disks, mouse pads, etc.) to be utilized on Government provided computers and equipment as required for its own operations.
- Janitorial supplies as required to maintain a clean, safe, and sanitary environment.

#### **4.5 PUBLICATION RESPONSIBILITIES.**

4.5.1 T.O. Deficiency Reporting. The Contractor shall complete AFTO Form 22s, Technical Manual (TM) Change Recommendation and Reply, IAW T.O. 00-20-14, Chapter 3.1.7 and submit it to the CFM.

4.5.2 Verifications and Corrections. The Contractor shall perform Calibration Technical Order Verifications. Upon completion of the Calibration Technical Order Verification, the results shall be documented and returned to the CFM.

**4.6 HOURS OF OPERATION.** The Contractor shall maintain the following minimum customer service hours: 6:00 a.m. through 3:30 p.m. local; Monday through Friday, excluding Federal holidays. Additional shifts may be utilized at the discretion of the contractor to meet the requirements of this SOW. The Contractor shall observe recognized federal holidays in accordance with the effective wage determination in the contract.

**4.7 PERFORMANCE OF SERVICES DURING CRISIS DECLARED BY THE NATIONAL COMMAND AUTHORITY OR OVERSEAS COMBATANT COMMANDER.** As directed by the ACO, the Contractor shall support an activation or exercise of contingency plans outside the normal duty hours.

**4.8 TRAVEL.** The Contractor may be required to travel in support of the performance of this SOW. In addition, as required by individual task order, the Contractor may be required to attend project meetings, technical conferences, or off-site training. The number of trips and the types and of personnel shall be limited to the minimum required to accomplish work requirements. The Contractor shall obtain prior written approval from the ACO for all travel.

#### **4.9 SECURITY.**

4.9.1 General Security Requirements.

4.9.1.1 The Contractor shall complete an AFMC Form 496, Request for Identification Credential, for each Contractor employee requiring access to Hill AFB, Utah. The requests shall be submitted to the Hill AFB Pass and Registration Office. The Government will provide an AFMC Form 87, Identification Credential, which shall be issued, displayed and surrendered as directed in AFI 31-209, Air Force Resource Protection.

4.9.1.2 The Contractor shall complete an AF Form 2586, Unescorted Entry Authorization Certificate, for each employee to allow entry into controlled areas. The request shall be submitted to the HAFB Pass and Registration Office. The Government will provide an 1199CD-1, Air Force Entry Control Card. The credentials shall be displayed while in an authorized controlled area and surrendered as directed in AFI 31-209.

4.9.1.3 Restricted area badges can only be issued IAW AFI 31-101, Air Force Installation Security Program 4.3.4. The Contractor shall obtain from each employee the information required for an investigation, SF 85P Form, Application for Public Trust Position, to access Government data systems in the performance of this SOW. The Government will furnish the SF 85P Forms for the gathering of the information required to conduct the Application for Public Trust investigation.

4.9.1.4 The Contractor shall provide a properly cleared escort for those personnel waiting on their clearances.

4.9.2 Computer Security. Contractor personnel shall comply with the current Air Force requirements for access to Air Force computer resources and network access, to include completing the current on-line Air Force computer security training. This training must be completed in order for an employee to receive an account on the system.

4.9.3 Operations Security (OPSEC). Contractor personnel shall observe OPSEC IAW DoD 5220.22.m and Hill AFB 31-101 Annex 1.

**4.10 SAFETY AND ENVIRONMENTAL.** The Contractor shall be liable and responsible for all costs resulting from Contractor negligence; failure to follow Federal, State, or local laws; any fines or corrective actions assessed by regulatory or governing agency due to actions or omissions.

4.10.1 Safety Program. The Contractor shall develop and maintain a safety program. As a minimum the Safety Program shall conform to OSHA requirements, safety publications in SOW Appendices B & D, all applicable Air Force Occupational Safety and Health (AFOSH) Standards, and United States National Fire Protection Association (NFPA) Standards at their facilities for the protection of DoD property and personnel entrusted by this contract. The Contractor shall incorporate the safety program into the Quality Control Plan.

4.10.2 Accident/Mishap Notification and Reporting. Contractor shall immediately report all injuries involving Contractor personnel, Air Force civilian or military personnel, or damage to government owned property to the CFM, ACO, and government Safety Office.

4.10.2.1 In the event of an accident/mishap, the Contractor shall take reasonable and prudent action to control the accident/mishap scene, prevent further damage to persons or property, and preserve evidence until released by the accident/mishap investigation authority through the ACO.

4.10.3 Compliance with Environmental Laws and Regulations. The Contractor shall be knowledgeable of and comply with all applicable Interstate, Federal, State, and Local laws,

regulations, and requirements regarding environmental protection. In the event environmental laws/regulations change during the term of this contract, the Contractor is required to comply as such laws come into effect. If there is an increase or decrease in cost as a result of the change, the Contractor shall inform the ACO.

**4.10.3.1 Notification of Environmental Spills.** If the Contractor spills or releases any substance contained in the Code of Federal Regulations, Title 40, Part 302 or materials regulated by the Environmental Protection Agency (as defined in 40 CFR 261.3), into the environment, the Contractor shall immediately report the incident by phone to the Hill AFB Spill Response Team by dialing “911” and take any other actions required by the Hill AFB Integrated Spill Prevention, Control, and Countermeasures Plan. The incident shall then be immediately reported to the CFM or PMEL Division Chief.

**4.10.3.2 Waste Management.** The Contractor shall comply with AFI 32-7042, Solid and Hazardous Waste Compliance, and with the Hill AFB Hazardous Waste Management Plan. The Contractor shall control its hazardous materials as specified in AFI 32-7086, Hazardous Materials Management and the Hill AFB Instruction 32-7001, Hazardous Material Management Program.

**4.11 TOOL CONTROL.** The Contractor shall develop and maintain a tool control program to ensure compliance with AFMCI 21-107, Hill AFB Supplement Tool Control and Accountability Program, Government Maintenance Standardization and Evaluation Program (MSEP), and Foreign Object Damage (FOD) requirements. The Contractor shall incorporate the Tool Control Program into the Quality Control Plan.

**4.12 TRANSITION.** The Contractor shall cooperate fully with incoming and outgoing personnel for assumption of and relinquishing contractual responsibilities to permit an orderly and timely changeover.

**4.12.1 Phase-In.** The Contractor shall submit a phase-in plan to assume contractual responsibilities. The phase-in plan shall contain clear, detailed descriptions of how the Contractor will interface with government and existing Contractor personnel, and what steps the Contractor will accomplish to assume responsibility for performance. The plan shall include the schedule for all necessary transition tasks including inventories, personnel turnover, and transfer of documentation, supplies and equipment. The Contractor shall assume responsibility for all workload and PMEL operations on the contract performance start date.

**4.12.2 Phase-Out.** The Contractor shall submit a phase-out plan to relinquish contractual responsibilities IAW CDRL 004. The phase-out plan shall contain clear, detailed descriptions of how the Contractor will interface with government and incoming Contractor personnel, and what steps the Contractor will accomplish to relinquish responsibility for performance. The plan shall include the schedule for all necessary transition tasks including inventories, personnel turnover, and transfer of documentation, supplies and equipment. The Contractor shall maintain responsibility for all workload and PMEL operations until the contract performance end date.

**4.13 PARTNERING.** Partnering is the creation of a government-contractor relationship that promotes achievement of mutually beneficial goals. Partnering is not a contractual agreement, nor does it create any legally enforceable rights or duties. Rather, partnering seeks to create a new cooperative attitude in ensuring the success of Type IIA PMEL by maintaining trained personnel to perform quality PMEL work in a timely manner. Representatives from each organization are encouraged to participate in a partnering relationship.